

# **CITY OF ALAMO HEIGHTS JOB DESCRIPTION**

## **COMBINATION INSPECTOR**

**EEO CATEGORY: Professionals**

**EXEMPT STATUS: Exempt**

**POSITION REPORTS TO: Planning and Development**

**SALARY: \$40,000-\$55,000 DOQ**

**Services Manager**

### **JOB SUMMARY:**

This position is a fulltime position assigned to the Planning and Development Services Department and is responsible for the both light commercial and residential inspections of all permitted building, demolition or trade activities and the enforcement of the City's adopted Code of Ordinances.

### **ESSENTIAL JOB FUNCTIONS:**

- Perform a full range of inspection and evaluation of light commercial and residential construction, which may include complex structural and non-structural components, including building, plumbing, mechanical, electrical, green building, and fire protection systems for compliance with the appropriate codes, other applicable regulations, and approved plans and specifications.
- Compile, analyze, and evaluate findings of investigations and inspections, and issue standard construction and occupancy permits and approve final inspection certificates.
- Enforces compliance with the City's adopted Code of Ordinances to include zoning, building, property maintenance, sanitation and health, water and sewer, parking, landscaping, dangerous premises and other compliance issues
- Develops and implements the City's inspection and code enforcement policies and procedures.
- Issues notices of violation and enforcement citations as required
- Maintains clear, concise, and comprehensive records and reports related to inspection/enforcement activities.
- Provides professional administrative services with emphasis on professional practices and customer service.
- Reviews, makes recommendations for revisions or amendments to the City's Code of Ordinances including the adopted I-codes during re-adoption cycle
- Assists in consultations with engineers, architects and builders, to discuss plans and compliance with various codes
- Performs other duties as assigned

### **EDUCATION AND EXPERIENCE:**

- High School diploma or equivalent with some college courses in a related field of study required, BA in a related field of study preferred
- A minimum of three (3) years experience in municipal government or in a public works office environment preferred
- Minimum five (5) years of experience as planning technician, code enforcement officer, building inspector or related work required

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of building permits, construction documents, professional practices, codes, ordinances, engineering reports, legal documents
- Ability to perform electrical calculations, determine square footage, height and area, setback, sizing of pipe, and occupancy requirements and loads
- Ability to perform abstract reasoning to analyze information gleaned from inspections and determine code violations, interpret codes, and apply to specific situations
- Ability to interpret codes and regulations to achieve the goals of the City Council while addressing the concerns of applicants
- Ability to compose written correspondence, reports, permit forms and legal documents
- Ability to communicate effectively, both verbally and in writing, with the public and other professionals
- Knowledge of legal limitations and authority of a municipal inspection agency

**LICENSES OR CERTIFICATES:**

- State of Texas Plumbing Inspectors License required or the ability to obtain within two (2) years.
- ICC Residential Combination Inspector and Commercial Combination Inspector certifications required or the ability to obtain within two (2) years, or
- A combination of ICC Residential Building, Electrical, Mechanical Inspector Certifications and ICC Commercial Building, Electrical, Mechanical Inspector Certifications or the ability to obtain within two (2) years.
- State of Texas Code Enforcement Officer License required or the ability to obtain within 2 years.
- Fire, Energy, Plans Examiner, Accessibility Inspection certifications preferred.
- Valid Texas Class C driver license

**PHYSICAL REQUIREMENTS INCLUDE:**

- Ability to lift up to 40 lbs. on an occasional basis
- Visual acuity, speech and hearing; hand/eye coordination and manual dexterity necessary to operate computer keyboard and basic office equipment
- Subject to sitting, standing, bending and twisting to perform the essential functions
- Working conditions are inside/outside during all types of weather, in extreme temperatures and in confined spaces
- Exposed to chlorine lines, electrical sprays, asbestos, carbon monoxide, Freon, dust, fiberglass, paint, methane, gas; electrical hazards from high voltage and hot wires; high noise level around heavy equipment, compressors, mechanical rooms, saws and welding equipment
- Must be able to pass a drug and/or alcohol screen

<p>This class specification is not an employment agreement or contract. Management has the exclusive right to alter this class specification at any time without notice.</p>
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**REVISED: 02/5/14**